



U. S. Department of Justice
Drug Enforcement Administration
Special Testing and Research Laboratory
22624 Dulles Summit Court
Dulles, VA 20166-9509

January 4, 2012

Dear Applicant,

I am pleased to confirm your enrollment in the Drug Enforcement Administration (DEA) Forensic Chemist Seminar scheduled for March 19th-23rd, 2012. Please complete the attached confirmation form to confirm your enrollment status as soon as possible and email it to DEA-Forensic.Chemist.Seminar@usdoj.gov or fax it to (703) 668-3320 attention DEA State and Local Forensic Chemist Seminar.

DEA has reserved a room for your convenience at a local hotel. The room rate is \$108.00 per night for both single and double occupancy, plus 10% tax. If you are planning on sharing a room with a co-worker, please inform the hotel with whom you will be sharing. **Please contact the hotel by February 28th, 2012 to confirm your reservation with a credit card.** If you do not confirm your reservation, we may not be able to arrange alternate accommodations. Please contact the hotel at the following phone number and let them know you will be staying under the block of rooms for the DEA Forensic Chemist Seminar:

The Hyatt Place
21481 Ridgetop Circle
Sterling, VA 20166
888-478-8950

The closest airport to The Hyatt Place is Dulles International Airport. The Hyatt Place offers a free shuttle to and from the airport. Please call them to arrange for transportation.

The seminar will be held at the DEA Special Testing and Research Laboratory. **The seminar begins at 8:00am on Monday.** The hotel will provide transportation to and from the laboratory. **Please meet in the lobby of the hotel promptly at 7:15am to catch the shuttle.** If you make alternate lodging arrangements you will be responsible for transportation to the seminar site. You can expect the seminar to end around 4:00pm each day except Friday. On Friday we will be finished by noon.

On the first day of the seminar please dress in business attire as we will be taking a class photo. For the rest of the week business casual dress is permissible, but on some days there may be long periods of standing so please consider comfortable footwear. Personal protective equipment will be provided, however, if you wear prescription safety glasses, you may want to bring them with you for the days in the lab. **Please be aware that photographs will not be permitted.**

The hotel provides a substantial continental breakfast daily. In order to adhere to the seminar schedule, the laboratory has arranged catered lunches at an expense of **\$15 per day**, except Friday. Light refreshments will also be provided throughout the day. A receipt for lunch expenses will be provided.

I am looking forward to your participation in this seminar and I am confident that the training received will benefit you and your laboratory. If you have any questions, please call Mary Yohannan or Roxanne Franckowski 703-668-3300.

Sincerely,

Handwritten signature of Jeffrey H. Comparin, Laboratory Director.
Jeffrey H. Comparin
Laboratory Director